



CONTINUOUS RECRUITMENT STATEWIDE PROMOTIONAL EXAMINATION

LEAD CHILDREN SERVICES WORKER

ANNUAL \$ 48,759  
SALARY: \$ 64,709

SALARY  
GROUP: HN 20

APPLICATION CLOSING  
DATE: SEE BELOW

EXAM  
NO: 050340SCAC

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.  
(Announced with date for 2014)

**PURPOSE OF CLASS:** In a state child care facility or program this class is accountable for the administration of a shift of one or more assigned areas of residential living or program activity and for leading staff responsible for the treatment and care of an assigned group of children and youth.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO HAS PERMANENT STATE STATUS\*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE:

**GENERAL EXPERIENCE:** Two years of experience as a Children Services Worker.

**SUBSTITUTIONS ALLOWED:** (1) A Bachelor's degree in health, human services or mental health may be substituted for one year of the General Experience. (2) Three years of technical experience in the care of residents in an institution or facility for emotionally disturbed or delinquent children at the level of Children Services Worker including utilization of therapy techniques to achieve behavioral change.

**SPECIAL REQUIREMENTS:** (1) Incumbents in this class may be required to be bilingual or fluent in American Sign Language. (2) Incumbents in this class may be required to travel.

**WORKING CONDITIONS:** Incumbents in this class may be required to lift or restrain residents and may have significant exposure to risk of injury from assaultive and/or abusive residents.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of general procedures concerning routine functioning of institution; considerable knowledge of problems of adolescents and influences of environment; knowledge of security procedures regarding contraband and runaway searches, etc.; knowledge of disciplinary techniques and guidelines for use; knowledge of how to transport clients in a controlled and safe way; knowledge of fire safety procedures; knowledge of principles and practices of family therapy; knowledge of basic first aid techniques and materials; considerable interpersonal skills; ability to assess situations and use good judgment; ability to lead staff; ability to efficiently organize time, manage work and coordinate programs.

THE EXAMINATION WILL BE COMPOSED OF:

PART  
EXPERIENCE AND TRAINING

WEIGHT  
100%

**APPLICATION/EXAMINATION INSTRUCTIONS:** In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (**Secure Fax #860-622-2840**). **If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** Due to the large number of applications received, we cannot confirm receipt of applications. **Applications must be date stamped by DAS/Human Resources or postmarked by May 12, 2014 for the June 23, 2014 grading date.** Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for. **A separate application form must be submitted for each exam you are applying for.**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at state agencies.

*\*For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

April 24, 2014

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.